



DEPARTMENT OF DEVELOPMENTAL SERVICES
EXAMINATION ANNOUNCEMENT



INDIVIDUAL PROGRAM COORDINATOR

9SNBN

OPEN

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

SPOT FOR: SONOMA DEVELOPMENTAL CENTER

CONTINUOUS TESTING – NO FINAL FILING DATE

Applications may be downloaded from the State Personnel Board website at <http://www.spb.ca.gov>. Applications (Form 678) are available and **MUST** be filed in person or by mail with:

Sonoma Developmental Center
Human Resources Examination Department
15000 Arnold Drive
P.O. Box 1493
Eldridge, CA 95431

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the 'Application for Examination'. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

QUALIFICATIONS APPRAISAL: Interviews will be held when a sufficient candidate pool exists and will be scheduled at the discretion of the appointing authority.

SALARY RANGE: \$2,925 - \$3,658 per month

There is a \$400 per month Recruitment and Retention for this classification.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as 'Either' I, 'or' II, 'or' III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional qualifying experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS

One year of professional or technical experience in a public or private agency working directly with persons with developmental disabilities performing either level of care or case management duties.

And

Either I

Possession of a bachelor's degree in a human services field, including but not limited to sociology, special education, rehabilitation counseling, social work, and psychology. **You must submit a copy of your degree along with a State Application (Form STD-678).**

Or II

Possession of the legal requirements as a professional registered nurse in California as determined by the California Board of

Registered Nursing. (Applicants who are in the process of securing approval of their qualifications by the California Board of Registered Nursing will be admitted to the examination, but they must possess all legal requirements as determined by the Board before they will be eligible for appointment.)

THE POSITION: Under general supervision at a State-operated developmental center, coordinates and monitors the implementation of individual habilitative plans as developed by interdisciplinary teams for persons with developmental disabilities, and performs other related work.

EXAMINATION INFORMATION:

In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

VETERAN'S PREFERENCE: Veteran's Preference Credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested these points.

Knowledge of:

1. The principles of active treatment for persons with developmental disabilities.
2. The fundamentals of general behavioral and psychological procedures, client behavior, and mental health.
3. Principles and techniques in the health care and habilitation of persons with developmental disabilities.
4. The rights of persons with developmental disabilities.
5. Medical terminology.

Ability to:

1. Develop and maintain cooperative working relationships with health care professionals and persons with developmental disabilities and their families.
2. Advocate on behalf of clients.
3. Maintain accurate and appropriate records.
4. Follow directions.
5. Analyze situations accurately and take effective action.
6. Communicate clearly and concisely.

SPECIAL PERSONAL CHARACTERISTICS: An objective and sympathetic understanding of persons with mental, developmental, or physical disabilities; willingness to work as a team member in conjunction with other professional staff to provide client-oriented services in a developmental center.

ELIGIBLE LIST INFORMATION: The resulting eligible list will be used to fill vacancies at Sonoma Developmental Center only. Names of successful competitors will be merged into the list in order of final scores regardless of the date. Eligibility expires 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

RESTRICTED TRANSFER OF LIST ELIGIBILITY: Transfer of list eligibility is restricted. You should take this examination only if you intend to work at Sonoma Developmental Center. Transfer of list eligibility will be permitted between Spot Lists provided the requesting eligible can show 'proof of change in residence' after the final filing date of this examination. 'Proof of change in residence' shall be defined as providing a copy a utility bill (e.g. Gas, electric,

SEE REVERSE FOR ADDITIONAL INFORMATION

INDIVIDUAL PROGRAM COORDINATOR
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Continuous

telephone) reflecting the requesting eligible's name, new address, and start date of new service.

TESTING PERIOD INFORMATION: A candidate may be tested only once during a testing period. The testing periods for this examination are; January 1 through March 31; April 1, through June 30; July 1 through September 30; October 1 through December 31.

BACKGROUND INVESTIGATION: Competitors who are successful in this examination will be required to complete (prior to an appointment in this class) a background investigation document, on which information regarding certain arrests (regardless of conviction) and felony convictions must be divulged. Information collected on this document is distinct from that required on the Standard Application for Examination, Form Std. 678 that is filled out prior to the examination. The hiring agency uses the information

obtained on the background investigation document to conduct background investigations and/or to determine an individual suitability for employment.

DRUG TESTING REQUIREMENT: Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.

VETERAN'S PREFERENCE: Veteran's Preference Credit will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested these points.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Developmental Services' Testing Office three days prior to the test date if he/she has not received his/her notice.

For an examination without a written feature it is the CANDIDATE'S RESPONSIBILITY to contact the Department of Developmental Services' Testing Office three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview, EDA, performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board Offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse side, you may take this examination, which is competitive. Possession of the entrance requirement does not assume a place on the eligible list. Your performance in the examination described on the reverse side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

THE STATE PERSONNEL BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

EXAMINATION LOCATIONS: Locations of interviews may be limited or extended as conditions warrant.

ELIGIBLE LISTS: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

PROMOTIONAL EXAMINATIONS ONLY: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board offices.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

INTERVIEW SCOPE: If an interview is conducted, in addition to the scope described on the reverse of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and depth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

HIGH SCHOOL EQUIVALENCE: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test. 2) Completion of 12 semester units of college level work. 3) Certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have the education equivalent to graduation from high school. or 4) For clerical and accounting classes, substitution of Business College work in place of high school on a year-for-year basis.

CANYON SPRINGS
State-Operated
Community Facility
69-696 Ramon Road
Cathedral City, CA 92335
Public: (760) 770-6260

FAIRVIEW
DEVELOPMENTAL CENTER
2501 Harbor Boulevard
Costa Mesa, CA 92626
Public: (714) 957-5121
TDD: (714) 957-5246

LANTERMAN
DEVELOPMENTAL CENTER
3530 Pomona Boulevard
Pomona, CA 91768
Public: (909) 595-1221
TDD: (909) 595-3971

PORTERVILLE
DEVELOPMENTAL CENTER
26501 Avenue 140
Porterville, CA 93258
Public: (209) 782-2087
TDD: (209) 781-7822

SONOMA
DEVELOPMENTAL CENTER
15000 Arnold Drive
Eldridge, CA 95431
Public: (707) 938-6538
TDD: (707) 938-6200
